

READVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

March 5, 2008

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TITLE:	Mental Health Community Liaison Officer
POSITION NO:	31755
LOCATION:	Addictive & Mental Disorders Division, Helena
STATUS:	Part-Time/Permanent (20 hrs/wk)
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$13.75 - \$17.19 hourly. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, March 19, 2008**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This position is part-time, working 20 hours per week. Extensive travel, approximately 50%-75% of the time including local, regional, and statewide destinations with some overnight stays required.

CRIMINAL BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

Applicant must have a valid driver's license and access to a vehicle. The successful applicant will be required to sign a Driving Release Record Form.

TYPICAL DUTIES: This position is responsible for supporting the transition of patients from the Montana State Hospital system back to communities and works closely with community program officers, community providers, and stakeholders to facilitate a

successful, supported transition for consumers. Specific duties include assisting consumers in articulating personal goals during the transition and getting them involved with mental health support groups; submitting regular reports monthly that document date, time, and with whom they had contact and the nature of the contact; attending relevant seminars, meetings, and in-service trainings to maintain current on trends and developments in the mental health field; and offering feedback/training to division staff, providers, local advisory councils, service area authorities, and other involved agencies.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of public mental health system, especially services available in assigned geographic area; and related systems including education, justice and corrections, substance abuse, vocational services, employment, volunteer opportunities, affordable housing resources, public benefits, and other systems and resources of interest to mental health consumers.

Skills: Skill in organizing, sequencing, and following-up with consumers; and engaging and facilitating effective participation of consumers and families in transition activities; and in the use of a personal computer and basic computer software including Word and Outlook.

Abilities: Ability to work independently; work and communicate well with Montana State Hospital patients, their families, providers, and advocates; and safely drive long distances on a regular basis.

EDUCATION/EXPERIENCE REQUIRED: One year of job-related college or vocational training **AND** a valid driver's license **AND** one to two years of related human service experience. Experience/involvement in the publicly-funded adult mental health system is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees/coursework from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.